

Iowa

# 4-H CLUB SECRETARY'S BOOK



Sheridan 4-H Club

Name of Club

Sheridan

Township or Community

Scott

County

1938

Year



Cooperative Extension Work  
In Agriculture and Home Economics  
State of Iowa, the Extension Service  
Iowa State College of Agriculture and the  
United States Department of Agriculture Cooperating

## **INSTRUCTIONS TO CLUB SECRETARY**

The Secretary's Book is the official record of all business transacted by your club. It should be kept accurately. In order to do this the minutes should be written immediately following each meeting. Write with ink, as you are keeping a permanent record.

What to include in the minutes of each meeting:

- Name of club
- Place of meeting
- Day, month and year
- Who presided
- Attendance:
  - Members
  - Leaders
  - Parents
  - Other visitors
- Approval of minutes of previous meeting
- Report of officers and committees
- Motions, with name of person making motions
  - (Do not record name of person seconding motion)
- Action taken (Do not record discussion)
- Outline of program
- Secretary's signature

## **ORDER OF BUSINESS**

(To be observed in all regular meetings)

- Call to order
- Roll call
- Reading of minutes of previous meeting and approval of same
- Reports of committees
- Reports of delegates (after all county and state meetings)
- Unfinished business
- New business
- Committees appointed (when necessary)
- Educational talk or demonstration
- Health number
- Conservation
- Music appreciation, etc.
- Adjournment
- Social and recreational program to follow.

# SECRETARY'S BOOK



..... *Sheridan Boys* ..... 4-H Club  
 ..... *Sheridan* ..... Township or Community  
 ..... *Scott* ..... County

## OFFICERS

..... *Bert Danielson* ..... President  
 ..... *Albert Kay* ..... Vice-President  
 ..... *Earl Kay* ..... Secretary  
 ..... *James Mohr* ..... Treasurer  
 ..... *Lester Thms* ..... Local Leader  
 ..... *Erwin Mohr* ..... Assistant Leader  
 ..... *Howard Engelbrecht* ..... News Reporter  
 ..... *Ned Mohr* ..... Historian

## COMMITTEES APPOINTED

Program: *Alvin Mohr, Earl Kay, Walter Hannan*

Social: .....

Rally Day: .....

County Fair: *To fix exhibit - Vernon Ruhl, James Mohr,*

*Howard Engelbrecht*

Other: .....

## MEMBERSHIP LIST

PROJECT	YEARS IN CLUB WORK	AGE	NAME	ADDRESS
Market litter		15	Aaron Arp	Davenport R. 3
Potatoes		19	Bert Danielson	Davenport R. 3
Corn	-	15	Henry Hengler	Davenport R. 3
Dairy	-	19	Walter Hamann	Eldridge R. 1
Corn Breeding	-	16	Albert Kay	Eldridge R. 1
Poultry	-	18	Earl Kay	Eldridge R. 1
		20	Lester Kay	Eldridge R. 1
Dairy		17	Vernon Kuhl	Davenport R. 3
Potatoes		14	Jack Lensch	Eldridge R. 1
Market litter	-	15	Roy Kippy	Davenport R. 3
		13	Ralph Arp	Davenport R. 3
Dairy		16	Alvin Mohr	Eldridge R. 1
Forestry	-	19	Erwin Mohr	Eldridge R. 1
Forestry-Corn	-	17	James Mohr	Eldridge R. 1
Forestry	-	15	Ned Mohr	Eldridge R. 1
Market litter	-	15	Fred Peeters	Eldridge R. 1
Poultry-Corn	-	17	Everett Peeters	Eldridge R. 1
Corn Variety		17	George Randolph	Davenport R. 3
		13	Aaron Traubtmacher	Eldridge R. 1
Dairy		14	Marvin Kuhl	Davenport R. 3
Corn Breeding Variety		17	Howard Engelbrecht	Davenport R. 3
Potatoes	-	14	Wilbur Engelbrecht	Davenport R. 3
		13	Eugene Rochau	Davenport R. 3
Dairy	-	11	Calvin Hannan	Eldridge R. 1
Dairy	-	11	Walter Hengler	Davenport R. 3

**Write in date of meeting. Mark X after name of member present and R for those reporting record book up-to-date.**

ATTENDANCE RECORD—DATE AND MONTH

[illegible]

# SCHEDULE OF MEETINGS

Year 1938

## A Brief Skeleton of Year's Program

<p>Date of meeting: <u>January 27, 1938</u></p> <p>Place of meeting: <u>Vernon Kuhl</u></p> <p>Main topic (related to project):</p>	<p>Date of meeting: <u>May 26, 1938</u></p> <p>Place of meeting: <u>George Randolph</u></p> <p>Roll call: <u>Points in Judging Grain</u></p> <p>Main topic (related to project):</p> <p><u>Select Demonstration Teams</u></p> <p><u>Demonstration Imports</u></p> <p><u>Music Solo - Jack Lensch</u></p>
<p>Date of meeting: <u>February 24, 1938</u></p> <p>Place of meeting: <u>Jack Lensch</u></p> <p>Roll Call. Project for 1938</p> <p>Main topic (related to project): <u>Weed Seed Indent</u></p> <p><u>Basketball - Albert Ray</u></p> <p><u>Grain Short Course - George Randolph</u></p> <p><u>Seedling Seed Corn - Fred Peeters</u></p>	<p>Date of meeting: <u>June 23, 1938</u></p> <p>Place of meeting: <u>Club Tour</u></p> <p>Main topic (related to project):</p>
<p>Date of meeting: <u>March 24, 1938</u></p> <p>Place of meeting: <u>Ervin James &amp; Ned Mohr</u></p> <p>Roll Call - Wood Subject for Demonstration</p> <p>Main topic (related to project): <u>Handling and</u></p> <p><u>Breaking Colts - Alvin Mohr</u></p> <p><u>Free Planting Planes - William Engelbrecht</u></p> <p><u>Talk on Iowa State College - Lester Ray</u></p>	<p>Date of meeting: <u>July 28, 1938</u></p> <p>Place of meeting: <u>Howard Engelbrecht</u></p> <p>Roll Call: <u>Joke</u></p> <p>Main topic (related to project):</p> <p><u>Grain Judging</u></p> <p><u>Weed Laws - Walter Hermann</u></p>
<p>Date of meeting: <u>April 28, 1938</u></p> <p>Place of meeting: <u>Fred &amp; Everett Peeters</u></p> <p>Roll Call - Points in Livestock Judging</p> <p>Main topic (related to project):</p> <p><u>Debate: aff: Carl Ray + James Mohr</u></p> <p><u>neg: Albert Ray + Howard Engelbrecht</u></p> <p><u>Music: Alvin Mohr</u></p>	<p>Date of meeting:</p> <p>Place of meeting: <u>Fair</u></p> <p>Main topic (related to project):</p>

## SCHEDULE OF MEETINGS

Year 1938

### A Brief Skeleton of Year's Program

<p>Date of meeting: <u>September 22, 1938</u></p> <p>Place of meeting: <u>Ralph Arp</u>            Roll Call - <u>Harmful weeds.</u>            Main topic (related to project): <u>Corn - Everett Peeters</u>  <u>Handling &amp; Trimming Calfes Feet - by</u>  <u>Marvin Kuhl.</u></p>	<p>Date of meeting: .....</p> <p>Place of meeting: .....</p> <p>Main topic (related to project): .....</p>
<p>Date of meeting: <u>October 27, 1938</u></p> <p>Place of meeting: <u>Arson Arp</u>            Roll Call - <u>Favorite Song.</u>            Main topic (related to project): <u>Pedigrees &amp; Transfers by Vernon Kuhl</u>  <u>The What &amp; How of Hybrid Corn - by</u>  <u>Roy Kopy.</u>  <u>Talk - Aaron, Free chickens</u></p>	<p>Date of meeting: .....</p> <p>Place of meeting: .....</p> <p>Main topic (related to project): .....</p>
<p>Date of meeting: <u>November 27, 1938</u></p> <p>Place of meeting: <u>Bert Hamilton</u>            Roll Call - <u>Name of Trees</u>            Main topic (related to project): <u>Truck Farming - Bert Hamilton</u>  <u>Fire Prevention - Ned Mohr</u>  <u>Talk - Edwin Mohr.</u></p>	<p>Date of meeting: .....</p> <p>Place of meeting: .....</p> <p>Main topic (related to project): .....</p>
<p>Date of meeting: <u>December 22, 1938</u></p> <p>Place of meeting: <u>Henry Dangler</u>            Roll Call - <u>Name of Hybrid Seed Co.</u>            Main topic (related to project): <u>Ideal Market Pig - Aaron Arp</u>  <u>Birds - Ralph Arp</u>  <u>Harvest - Henry Dangler.</u></p>	<p>Date of meeting: .....</p> <p>Place of meeting: .....</p> <p>Main topic (related to project): .....</p>

## CALLED MEETINGS

Date: .....

Purpose: ..... Attendance: .....

Accomplishments:

---

Date: .....

Purpose: ..... Attendance: .....

Accomplishments:

---

Date: .....

Purpose: ..... Attendance: .....

Accomplishments:

---

Date: .....

Purpose: ..... Attendance: .....

Accomplishments:

---

## RECORD OF COMMITTEE MEETINGS

(Should be reported by committee chairman to club secretary)

Date:.....

Business.....

Attendance:..... Give names:

.....  
.....

Brief statement of work accomplished:.....

.....  
.....

---

---

Date:.....

Business.....

Attendance:..... Give names:

.....  
.....

Brief statement of work accomplished:.....

.....  
.....

---

---

Date:.....

Business.....

Attendance:..... Give names:

.....  
.....

Brief statement of work accomplished:.....

.....  
.....

---

---

## CLUB REPRESENTATION AT COUNTY MEETINGS

### I. Training Schools:

Organization:

First: .....

Second: .....

Subject Matter:

First: .....

Second: .....

Third: .....

Others: .....

### II. County Events:

Rally Day (place and date held):

.....

Club Tour or Judging Demonstrations and Tryouts:

.....

.....

Music Memory Contest; number taking part: .....

Names of members with perfect scores:

.....

.....

Other activities:

.....

.....

## CLUB REPRESENTATION AT COUNTY MEETINGS

(CONTINUED)

III. Camp: (Give name and location of camp, number of days, etc.)

.....  
.....

IV. Achievement Day: (may be at fair)

Demonstration Team:

.....  
.....

Judging Team:

.....  
.....

Exhibits:

.....  
.....  
.....  
.....  
.....

Health Representative:

.....

Other activities:

.....  
.....

V. Nominees for County Offices:

Office: .....

Nominee: .....

## CLUB REPRESENTATION AT COUNTY MEETINGS

(CONTINUED)

### VI. County Fair:

Demonstration Team:

Members: .....

.....

Placing: .....

Judging Teams:

Members: .....

.....

Placing: .....

Exhibits:

.....

.....

.....

Other Contests:

.....

.....

Program Features:

.....

.....

### VII. County Banquets:

.....

.....

### VIII. Other County Meetings:

.....

.....

Farm Bureau and Other Public Programs Given:

(Give date, place, name of organization sponsoring meeting, description of club's contribution, number attending).

.....

.....

.....

## REPRESENTATION AT STATE MEETINGS

### I. 4-H Convention or Short Course:

Delegates: .....

.....

.....

.....

Events Entered and Special Honors Won:

.....

.....

.....

### II. State Fair:

Demonstration Team:

.....

.....

Judging Team:

.....

.....

Health: .....

Other Events: .....

### III. At Other State or National Meetings:

.....

.....

.....

.....

State Office: .....

Nominees: .....

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4 H 4-H Club  
held at Vernon Kuhl on January 27, 1938  
Meeting called to order by The Vice President at eight o'clock

Were minutes of previous meeting read: yes Approved: yes

The Sheridan Boys 4-H- club held the first meeting of the year at the home of Vernon Kuhl on the 27<sup>th</sup> day of January of 1938. Because of the absence of the President the Vice President presided. The Roll Call was answered by 13 members and the local and county leaders were present.

The minutes of the previous meeting were read by the Secretary and approved. The Treasures Report was given by James Mohr and approved. A brief report was given by the chairman of the Money Making Committee.

Alvin Mohr made the motion that the Vice-President should appoint a committee of three to make the program for the year. The Vice-President appointed Alvin Mohr, Earl Ray and Walter Hamann. The County Club leader talked on making the program for the year.

Vernon Kuhl made the motion that we appoint Erwin Mohr as Assistant Leader of the Club. The motion was carried and Erwin Mohr is our Assistant Leader. Aaron Arp made a motion we adjourn the meeting. Motion Carried. Refreshments were enjoyed by all.

Signed: Earl Ray  
Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4H 4-H Club

held at the home of Jack Lench on February 24, 1938

Meeting called to order by The President at eight o'clock

Were minutes of previous meeting read: yes Approved: yes

The roll call was answered by the name of their 1938 project by fourteen members, and the local leader was present. The treasures report was given by Ernie Mohr and approved. The historian report was read and approved.

A talk on basketball was given by Albert Ray. George Randolph our Ames delegate gave a talk on the Ames Shortcourse. Weed seeds and small grains were identified and studied.

Albert Ray moved we adjourn the meeting. Motion Carried. Refreshments were enjoyed by all.

Signed:

Carl Ray

Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4 H 4 H Club

held at the home of James Mohr on March 24, 1928

Meeting called to order by The President at eight o'clock

Were minutes of previous meeting read: yes Approved: yes

Roll call was answered by fourteen members and the county and local leaders were present. The treasures report was read and approved. The historians report was read and approved. James Mohr was appointed as Chairman of the money making committee. Alvin Mohr gave a talk on caring for colts. Wilbur Englebrecht talked on tree planting. Clarence Wilson gave a talk on different facts in writing news. Charles Lewis followed with a speech on breaking colts and writing news for the newspaper years ago. Leonard Bodewstiner discussed the Summer Camps for 4 H boys. Aaron Arp moved we adjourn the meeting. Motion carried. The meeting was adjourned and refreshments were enjoyed by all.

Signed:

Carl Ray

Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4-H Club

held at the home of Fred & Everett Peeter on April 28, 1938

Meeting called to order by the President at eight o'clock

Were minutes of previous meeting read: yes Approved: yes

Roll Call was answered by twenty members, and the County leader was present. The treasures report was read and approved. The historians report was read and approved. James Mohr gave a report of the money-making committee. Motion was made that we elect a baseball Captain. Motion Carried. Nominations for baseball captain were in order and the following were nominated; James Mohr, Bert Harnischsen, Alvin Mohr, and Walter Hannan. Motion was made that nominations cease. Motion Carried. The election followed: James Mohr getting four votes, Bert Harnischsen three, Alvin Mohr none, and Walter Hannan seven. Thus Bert Harnischsen was elected Baseball Captain.

James Mohr moved we appoint a committee to make plans for a Club tour and the committee should report at our next meeting. Motion Carried. James Mohr moved we appoint someone to take charge of the engraving on our 4-H basketball trophy. Motion Carried. Leonard Bodenstein discussed the projects for 1938. Albert Kay moved we adjourn the meeting. Motion carried. After the meeting.

(over)

Signed: \_\_\_\_\_

Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of ..... 4-H Club

held at ..... on ..... , 19.....

Meeting called to order by ..... at ..... o'clock

Were minutes of previous meeting read: ..... Approved: .....

*Alvin Weber and Howard Englebrecht furnished  
us with music, and refreshments were  
served and enjoyed by all.*

Signed: *Earl Ray* .....  
Secretary

.....  
Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4H 4-H Club

held at The home of George Randolph on May 19, 1938

Meeting called to order by The President at 8 o'clock

Were minutes of previous meeting read; yes Approved: yes

Roll call was answered by twelve members by points in grain judging. There were no treasures in historians report because the treasurer and historian were absent.

Arnon Arps moved we adjourn the meeting. Motion Carried. Meeting was adjourned and refreshments were enjoyed by all.

Signed: Earl Kay

Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4-H Club  
held at The home of Howard Englebert on July 28, 1938  
Meeting called to order by The President at 8:30 o'clock

Were minutes of previous meeting read: Yes Approved: Yes  
The Roll Call was ~~inserted~~ answered by  
fourteen members with a joke. The treasurer  
report was read and approved. The historians  
report was read and approved. Leonard  
Bodenstiner talked about the fair. Walter  
Hansman motion that a committee of three  
be appointed to fix up the township exhibit  
at the fair. Walter Hansman gave a talk on  
"Weed Laws". Ned Mohr moved we adjourn the  
meeting. motion carried. After the meeting we  
had grain judging and weed identification  
Refreshments were enjoyed by all.

Signed: Earl Ray Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of The Sheridan Boys 4-H Club

held at the Home Haven Arp on September 22, 19 38

Meeting called to order by the President at 8:30 o'clock

Were minutes of previous meeting read; yes Approved: yes

The roll call was answered by  
same members. The treasurers report was  
read and approved. There was no historians  
report. The County and Local leaders were  
present and aided in the discussion about  
our local achievement show.

James Mohr moved we adjourn the  
meeting. Motion Carried.

Signed: Earl Rung Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of the Sheridan Boys 4-H Club

held at the home of Burt Hainekorn on October 27, 1938

Meeting called to order by the president at 8:30 o'clock

Were minutes of previous meeting read: yes Approved: yes

The roll call was answered by ten  
members. The treasurer report was read and  
approved. The historians report was read and  
approved. Alvin Mohr presented a bill of one  
dollar for a soft ball and one for forty cents  
for sewing the basketball. Vernon Kuhl presented  
a bill of two dollars and seventy cents for the  
engraving on Sheridan's Basketball trophy and  
grass trophy. Vernon Kuhl gave a very  
interesting talk on Pedigrees and Transfers.

Wilbur Englebrecht moved we adjourn  
the meeting. Motion carried.

Signed: Earl Ray

Secretary

Local Leader

## MINUTES OF MEETING

Regular (or special) meeting of the Sheridan Boys 4-H Club

held at the home of Walter & Henry Engler on November 17, 1938

Meeting called to order by the President at 8:30 o'clock

Were minutes of previous meeting read: yes Approved: yes

The roll call was answered by 18 members by giving the name of a Hi-bred Seed Corn Co. The treasures report was read and approved. The historians report was read and approved. The motion was made that the President should appoint a committee of three to talk to our local leader to see if he would continue being our leader. There was a discussion on basketball for 1938-39.

There was an election of officers. Nominations for president were James Mohr, George Randolph, and Everett Peeters. James received twelve votes, George three, and Everett three. Thus James Mohr is the President for 1939.

Nominations for vice president were Everett Peeters and Wilburt Englebrecht. Everett received seven votes and Wilburt received ten votes making Wilburt Englebrecht Vice President for 1939.

Nominations for Secretary were George Randolph, Vernon Kuhl, Walter Humann, Fred Peeters, and Roy Kappy. Votes received were as follows: George 2, Vernon 4, Walter 4, Fred 3, and Roy 5. This Signed: making Roy Kappy  
our new Secretary

Secretary

Local Leader

(over)

# November Minutes Continued MINUTES OF MEETING

Regular (or special) meeting of ..... 4-H Club

held at ..... on ....., 19.....

Meeting called to order by ..... at ..... o'clock

Were minutes of previous meeting read: ..... Approved: .....

Nominations for Treasurer were Alvin Mohr, Fred Peeters, and George Randolph. Alvin received seven votes, Fred four, and George six. Thus Alvin Mohr was elected Treasurer for the coming year.

Nominations for Historian were Vernon Ruhl, Fred Peeters, and George Randolph. Three votes were received by Vernon, seven by Fred and eight by George, making George Randolph our Historian for 1939.

Nominations for Club reporter were Ned Mohr, Walter Hamann, Aaron Kip, Fred Peeters and Marvin Ruhl. Votes were received as follows: Ned one, Walter seven, Aaron none, Fred eight and Marvin two. Thus Fred Peeters was elected Club Reporter for 1939.

Nominations for Basketball Captain were Bert Danielson and Walter Hamann. Bert received eleven votes and Walter received seven, thus Bert Danielson was elected our Basketball Captain.

(next page)

Signed: .....

Secretary

Local Leader

# MINUTES OF MEETING *continued*

Regular (or special) meeting of ..... 4-H Club

held at ..... on ..... , 19.....

Meeting called to order by ..... at ..... o'clock

Were minutes of previous meeting read: ..... Approved: .....

*Vernon Kuhl made announcements about the Scott County Achievement Show. Calvin Hamman moved we adjourn the meeting. Motion Carried. After the meeting Ralph McAllister gave a very interesting talk on Cow Testing.*

Signed: .....

*Earl Ruy*

Secretary

Local Leader



Were minutes of previous meeting read;..... Approved:.....

-----  
Local Leader







## YEAR'S SUMMARY

1. Name of club:.....Date organized: .....
2. Number of years club has been organized:.....
3. Number of members at beginning:.....Number of members at close:.....  
Number of honorary members:.....  
(Over 21 years of age)
4. Number of active members making a yearly report: .....
5. Number of meetings held (regular or called):.....
6. Number of adults visiting club meetings:.....
7. Number of delegates to state convention or short course: .....
8. Number of members attending other state events: .....
9. Number of members attending Rally Day:.....  
Achievement Day:..... Tours:..... County or District Camp:.....  
State Fair:..... Other:.....
10. Meetings attended by leader, training schools (organization and subject matter):.....  
Rally Day:..... Achievement Day:..... Tours:..... Camps:.....  
Others: .....
11. Number of county programs to which your club has contributed (either the club as a whole or by individual members):..... Township:..... County:..... Other.....

Paste the Annual Report Blank for your Club in This Space.  
(Report Blank found in Leader's Book)

## CONTENTS

	PAGE
INSTRUCTIONS TO SECRETARY AND ORDER OF BUSINESS - - - - -	Inside cover
CLUB OFFICERS AND COMMITTEES - - - - -	1
MEMBERSHIP LIST - - - - -	2
ROLL CALL - - - - -	3
SCHEDULE OF MEETINGS - - - - -	4-5
RECORD OF CALLED MEETINGS - - - - -	6
RECORD OF COMMITTEE MEETINGS - - - - -	7
REPRESENTATION AT COUNTY MEETINGS - - - - -	8-9-10
REPRESENTATION AT STATE MEETINGS - - - - -	11
MINUTES OF MEETINGS - - - - -	12-28
YEAR'S SUMMARY - - - - -	29
ANNUAL REPORT - - - - -	30
CLIPPINGS - - - - -	31
PICTURES - - - - -	32